

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 112-06

June 28, 2006

POSITION: Health Services Program Specialist

DEADLINE TO APPLY: July 12, 2006

CLASSIFICATION: JFS Program Administrator

DEPARTMENT: Job and Family Services

LOCATION: 222 E. Central Parkway

Cincinnati, OH 45202

WORK HOURS: 80 Biweekly

FLSA STATUS: Salaried/Exempt

SALARY: \$42,619 Annually

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Bachelor's degree in Social Work, Public Administration, or related field with three (3) or more years or direct experience in social service including exposure to contract service and administration; demonstrated knowledge and expertise in the program area managed.

Listed below is a brief summary of the JOB DUTIES:

Manages, implements, and evaluates HSHF projects to ensure quality and improvement of program function and effectiveness. The managed projects are ODJFS mandated and HCJFS Planning Committee (HSPC) recommended. Independent judgment and analytical skills are required. This position coordinates work between Income Maintenance and Children's Services; Supervises the continuing Medicaid eligibility for children in JFS Custody by coordinating and monitoring the data exchange between Income Maintenance and Foster Care/Adoption Services to facilitate presumptive eligibility and pre-termination review for HCJFS children that terminate custody or otherwise lose IV-E Medicaid eligibility. Serve as JFS Single Point of Contact for ODJFS IV-E Medicaid Initiative Quality Assurance. Maintain databases on quality initiatives for HSHF Section to measure outcome and effectiveness on progress of service delivery including but not limited to Hearings, Case transfers, IV-E and HSHF Outreach. Provides administrative assistance to the Section Chief and Medical Doctor with respect to TB Control including generating monthly budget reports, inventory control, TB Grant oversight, purchasing, and bill payment as needed. Receives and responds to inquires and complaints from general public, patients, officials, and employees; refers calls to appropriate personnel; attends meetings. Initiate and monitor bidding/contracting process involving Contract Services, physicians, nurses, and pharmacists for providing services to TB Control. Approves invoices for payment generating Purchase Orders as necessary. Monitor budgets and provide reports (expenditure/balance) to Section Chief for Tuberculosis Control Unit. Manage the Health Services community outreach and intake services: consumer referral to medical providers, monitors HSHF case status, intake line 531-9999; applications and telephone service to LEP consumers. Attends necessary training as required. Performs other related duties as assigned.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-2377

APPLY ON-LINE AT: <http://www.hamiltoncountyohio.gov/personnel/employmentapplication.asp>

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.